Approved For Release 2003/08/05 : CIA-RDP60-00594A000100060003-7

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6 DEC 1956

MEMORANDUM TO: Chiefs of Schools and Staffs

FROM : Chief, Plans and Policy Staff

SUBJECT : Materials for Inclusion in Monthly OTR Bulletin - Course Schedules

1. For some reason, the course schedules which are currently hand-processed and distributed have, heretofor, escaped publication in the OTR Bulletin. Seperate handling of this item reduces the extent of distribution and places an unnecessary workload on the Supply and Services Section of OTR Administrative Branch. Distribution of this material can be accomplished very simply by publishing this material in the Bulletin. If you will direct your Staff to follow the procedures set out in the paragraph below we can save a lot of time and effort in OTR.

2. The originating office will prepare the material in final, typewritten, Bulletin format, suitable for photo-offset reproduction, and forward it to the 25X1 Chief, Plans and Policy Staff, attention: Editor, OTR Bulletin, [redacted] 25X [redacted], on or about the 15th of the month preceding the 1st of the month Bulletin issue date. The cover sheet will bear the notation: "General Edition" or "Clandestine Services Edition (Operations course, DD/P personnel only)".

25X1 3. Inquiries concerning format, etc., may be directed to the Editor, [redacted] 25X [redacted]

Document No. 3
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
25X1 DDA Memo, 4 Apr 77
Auth: DDA REG. 77
Date: 100378 [redacted]

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